



Arnold Schwarzenegger, Governor
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

DEPUTY COMMISSIONER

SACRAMENTO

Permanent — Full-time

The Department of Real Estate has an opening in its Sacramento Enforcement section for Deputy Commissioner. This position is permanent, full-time. The Department is located at 2201 Broadway, in downtown Sacramento.

Duties of the position include:

- Investigate consumer complaints against real estate agents, brokers and unlicensed individuals.
- Analyze evidence to determine if there has been a violation of law.
- Examine records obtained from various city, county, state and federal agencies.
- Take declarations from witnesses, complainants and respondents.
- Prepare detailed case analyses including all pertinent evidence; recommend appropriate action to be taken.
- Conduct broker office surveys to ascertain whether violations exist.
- Respond to telephone or in-person inquiries involving real estate matters.
- Testify at administrative hearings on behalf of the Department.
- Confer with and assist other government and law enforcement agencies.
- Utilize a PC to complete and track assignments.

Necessary Requirements:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare and write detailed investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Investigative experience and the ability to review, identify and evaluate issues present in complaints and apply the appropriate DRE laws, rules and regulations.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Must have a current driver’s license.
- Be able to travel as dictated by case assignments.
- Flexibility, patience and tact.

Desirable Qualifications:

- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Dependable and reliable.
- Excellent attendance.
- Ability to lift up to 20 lbs. as necessary.

Salary:

Range A	\$2969 - \$3378	Range C	\$3862 - \$4655
Range B	\$3459 - \$3970	Range D	\$4243 - \$5108

Who may apply: Current State employees at the Deputy Commissioner level, individuals with Deputy Commissioner list eligibility, or State employees transferable to the class. **Priority consideration will be given to SROA/Surplus employees.** **Please indicate SROA/Surplus on your application and include a copy of your notice.** ***Note: You must indicate RPA #08-081 on your application for it to be considered.***

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Joe Carrillo, Managing Deputy Commissioner III
Sacramento District Office
(916) 227-0757

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.

Note: DRE requires that new employees be fingerprinted.